

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: December 2, 2010

TIME: 7:00 p.m.

LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman May called the meeting to order at 7:00 p.m., with a quorum present.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County
*Corey Hill	Department of Rail & Public Transportation (arrived at 8:05 p.m.)
*Fred Howe	City of Fredericksburg
*John Jenkins	Prince William County
*Jerry Logan, Secretary	Spotsylvania County
*Michael May, Chairman	Prince William County
*Paul Milde, Treasurer	Stafford County
*Jackson Miller	Virginia House of Delegates
*Frank Jones, Immediate Past Chairman	City of Manassas Park
*Frank Principi	Prince William County (arrived at 7:15 p.m.)
*Susan Stimpson	Stafford County
*Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

*Lorraine Lasch	Prince William County
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STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Doris Chism	PRTC Dir., Customer Service & Dispatch
Art Clark	FIRST TRANSIT Safety & Training Manager
Mensel Dean	PBGH, LLP
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications

Al Harf
Angela Horan
Robb Howell
Ryan Jones
Todd Johnson
Bob Liebbrandt
Mackley Lucas
Betsy Massie
Eric Marx
Caroline Maze
Tim McCann
Jennifer Mouchantaf
Ginger Murphy
Paul Pitchke
Dale Zehner

PRTC Executive Director
PRTC Legal Counsel
FIRST TRANSIT General Manager
PRTC Special Projects Coordinator
FIRST TRANSIT Maintenance Manager
PWC Budget & Analysis
FIRST TRANSIT Supervisor
PRTC Dir., Grants & Project Management
PRTC Dir., Planning & Operations
PRTC Customer Advocate
FIRST TRANSIT Region Vice President
VRE Deputy Chief Executive Officer
PRTC Transit Operations Planner
FIRST TRANSIT AGM-Operations
VRE Chief Executive Officer

MEMBERS ABSENT

Richard Anderson
Wally Covington
Martin Nohe
Toddy Puller
Gary Skinner

Virginia House of Delegates
Prince William County
Prince William County
Virginia Senate
Spotsylvania County

ALTERNATES ABSENT

Ateeb Ahmad
David Awbrey
Hilda Barg
Hap Connors
Harry Crisp
Mark Dudenhefer
Brad Ellis
Darrel Feasel
Sushas Naddoni
Hal Parrish
Benjamin Pitts
Sorine Preli
Corey Stewart
John Stirrup
William Wren

Prince William County
Department of Rail & Public Transportation
Prince William County
Spotsylvania County
Stafford County
Stafford County
City of Fredericksburg
Department of Rail & Public Transportation
City of Manassas Park
City of Manassas
Spotsylvania County
Prince William County
Prince William County
Prince William County
City of Manassas Park

*Voting Member

3. INVOCATION Led by Vice Chairman Way.
4. PLEDGE OF ALLEGIANCE Led by Secretary Logan.
5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

- [PRTC\Audit] A. Remarks by PRTC's Auditors (PBGH, LLP) re FY 2010
Audit – Question/Answer Session to follow and FY 2010 Audit to
be adopted during the Executive Director's Time.

Chairman May introduced Mr. Mensel Dean (PBGH, LLP) who provided a briefing on the audit. There were no questions following Mr. Dean's briefing. Chairman May commended the PRTC Finance Department on an audit that contains no adverse findings.

- [FT\Info] B. First Transit General Manager Robb Howell – Employee
Recognition and Operations Report.

Mr. Howell recognized the October and November Operator-of-the-Month Rowena Holloway and Sonny Reynolds, respectively.

Mr. Howell reported 15 commendations (for 11 different operators) were received during the month of October. He went on to report that an incident occurred last week where a passenger had a heart attack aboard a bus. The bus operator expertly handled the situation and received commendations from the other passengers. He noted that a supervisor also received a commendation with regard to expertly handling a "suspicious package" scare. He went on to report the accident frequency rate for the month of November is 0.5 per 100,000 miles. The "spike" in complaints that occurred last month on the OmniRide service is now below pre-service change levels. The complaint rate on the OmniLink service for November increased to 4.58 per 10,000 passengers compared to 4.18 for the prior month.

Concluding his remarks, Mr. Howell noted that the next "Maintenance Audit" will commence on Monday, December 6th.

7. APPROVAL OF MINUTES

- RES 10-12-01 Minutes of November 4, 2010.
[PRTC]

Commissioner Stimpson moved, with a second by Commissioner Caddigan, to approve the Minutes of November 4, 2010, as presented. There was no discussion on the motion. (STIMPSON\CADDIGAN, UNANIMOUS)

8. AGENDA APPROVAL

- RES 10-12-02 Agenda of December 2, 2010.
[PRTC]

Commissioner Jenkins moved, with a second by Commissioner Stimpson, to approve the Agenda, as amended. There was no discussion on the motion. (JENKINS\STIMPSON, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

- RES 10-12-03 Consent Agenda of December 2, 2010.
[PRTC]

Commissioner Jenkins moved, with a second by Commissioner Jones, to approve the Consent Agenda, as presented. (JENKINS\JONES, UNANIMOUS)

RES 10-12-04 A. Treasurer's Report.
[PRTC\Finance]

Accepted the Treasurer's Report for period ended September 30, 2010, as presented. (JENKINS\JONES, UNANIMOUS)

RES 10-12-05 B. PRTC Meetings Schedule for Calendar Year 2011.
[PRTC]

Approved the PRTC 2011 Meetings Schedule, as presented. (JENKINS\JONES, UNANIMOUS)

RES 10-12-06 C. Federal Transit Administration (FTA) Annual
[PRTC\FTA] Certifications and Assurances.

Authorized to execute the appropriate FTA certifications and assurances, with concurrence of PRTC's and VRE's legal counsel, and execute the FTA grants awarded to PRTC on behalf of VRE and itself, as presented. (JENKINS\JONES, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of
November 19, 2010. There were no comments.

[VRE\Info] B. Chief Executive Officer's Report (11-10).

Mr. Zehner reported that the average daily ridership for the month of November was 17,007. He went on to report that the VRE carried over 18,000 riders on ten days and all top ten ridership days occurred in 2010. System-wide on-time performance for the month of November is 86% (88% and 85% on the Fredericksburg and Manassas lines, respectively).

Mr. Zehner went on to report that a locomotive mechanical failure occurred en route today. A similar situation occurred last week on a different locomotive. He noted it is increasingly difficult to maintain the old locomotives and changes have been made in terms of protocol and inspections. Keolis is also bringing in a locomotive expert this weekend to assess the situation. He also reported that a derailment occurred on November 5th at Washington Union Station between an Amtrak and MARC train that delayed VRE service for over an hour.

Commissioner Jenkins asked about the new locomotive replacement schedule. Mr. Zehner replied that VRE is in possession of one new locomotive, the second will be shipped on Monday, and additional locomotives will arrive every two weeks after that. VRE anticipates possession of all twenty locomotives by July 2011. Mr. Zehner concluded by noting that he visited the locomotive manufacturer in Boise, Idaho this week to observe the production of the new locomotives.

Moving to another subject, Mr. Zehner reported that Prince William County commenced construction on October 15th of a surface parking lot that would add approximately 180 parking spaces to the Broad Run VRE station. He noted that the access road leading into the station will be re-graveled this weekend. Construction is expected to be completed this winter.

Continuing, Mr. Zehner reported the “14th VRE Operation Lifesaver Santa Trains” will operate on December 11th and tickets are sold out. VRE held its annual “Toys for Tots” drive on its morning rush hour trains on Wednesday, December 8th and VRE riders donated over 800 toys and more than \$97,000 for Toys for Tots. Then on December 11th, VRE collected toys as part of the annual Operation Lifesaver Santa Trains at Burke Centre, Fredericksburg, Manassas, and Woodbridge. The local community donated about 4,000-5,000 toys.

In conclusion, Mr. Zehner announced that on January 26, 2011, a “demonstration” train will be present (between 5:30-8:30 p.m.) in Richmond during the legislative session. The VRE train will park at the Main Street Station in Richmond during the legislative reception so legislators can board the train and see the contrasting old and new equipment.

Vice Chairman Way asked if the locomotive mechanical failures are related to maintenance practices or age failure. Mr. Zehner explained the mechanical failures are age-related, but are not catastrophic. For example, the mechanical failure that occurred last week was due to a wire that shorted out inside the engine and was repaired in five minutes.

Vice Chairman Way remarked that age-related mechanical failures can be a sign of lax maintenance and asked if VRE maintains the locomotives at a high standard. Mr. Zehner noted that VRE is investing as required in the maintenance of the locomotives but with the knowledge that they will be sold in a few months, and he reiterated that experts are being brought in to assist in the maintenance efforts.

With regard to the proposed construction of the new Spotsylvania County VRE Station, Secretary Logan noted that the County’s “capital construction” meeting is scheduled for next week and asked Mr. Zehner if any new information is available with regard to the engineering of the “third rail.” Mr. Zehner explained that both the state and CSX have completed the preliminary engineering. The VRE Operations Board will be asked to authorize the start of final design at its December meeting and the construction will commence once the final design work is completed (six to eight months). The VRE budget includes funds for the construction and will also be presented to the VRE Operations Board in December. Mr. Zehner went on to observe that the rail runs on an embankment which may require widening. The final design will determine if it will be necessary to do so, and the cost should be known by late spring.

Commissioner Milde asked about the Brooke and Leeland VRE Station engineering. Mr. Zehner noted the final designs (and cost estimates) for both stations are due in January.

Commissioner Principi arrived at 7:15 p.m. during Item 10-B – VRE Chief Executive Officer’s Report and was absent for the vote on Items 7, 8, 9, and 9A-9C.

RES 10-12-07 [VRE]	C.	Forward the FY 2010 Audited Financial Statements and Management Letter to the Commissions.
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Commissioner Milde moved, with a second by Commissioner Caddigan, to authorize the VRE Chief Executive Officer to forward to the Commissions for consideration VRE’s financial statements for FY 2010, as audited. There was no discussion on the motion. (MILDE/CADDIGAN, UNANIMOUS)

RES 10-12-08 D. Sell of Ten Locomotives.
[VRE]

Commissioner Milde moved, with a second by Commissioner Stimpson, to authorize the VRE Chief Executive Officer to execute a sales agreement for ten GP39 locomotives with MotivePower, Inc., or the next highest proposer.

Vice Chairman Way asked if VRE will have any continuing obligation with respect to maintenance, etc. Mr. Zehner replied "no," and explained that it is the buyer's responsibility once they take possession of the used equipment. There was no further discussion on the motion. (MILDE\STIMPSON, UNANIMOUS)

RES 10-12-09 E. 2011 Legislative Agenda.
[VRE]

Commissioner Milde moved, with a second by Commissioner Caddigan, to approve the 2011 VRE Legislative Agenda and authorized the VRE Chief Executive Officer to actively pursue the elements set forth in the document.

Commissioner Principi asked Mr. Zehner to speak to the importance of the mixed-used project immediately adjacent to the VRE Rippon Station that will include a parking garage for VRE passengers. Mr. Zehner replied with a short history of the "partnering" efforts of the developer, the County, and VRE, beginning with the County's construction of the original parking lot adjacent to the entry to the VRE Rippon Station. A few years back when the original parking lot was at capacity, VRE leased a piece of property that is now being used for parking in conjunction with the PWC parking lot. More recently, the developer has communicated that it would like to construct high-end apartments on the leased property and has offered to construct a parking garage on the PWC property at no cost to PWC and VRE, a betterment for VRE and its riders. The only public expense will be garage maintenance, which the County and/or VRE will assume in the out years.

There was no further discussion on the motion. (MILDE\CADDIGAN, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC\Info] A. Executive Committee/Nominating Committee
Recommended Slate of PRTC Officers for 2010 (Action Item in January 2011).

Chairman May announced the Nominating Committee met at a publicly advertised meeting right before the regularly scheduled Commission meeting this evening to discuss a proposed "slate of PRTC officers." The Nominating Committee's recommendation will be presented to the Commission for adoption at its January meeting.

[PRTC\Info] B. Expressions of Appreciation – Mackely Lucas and Caroline Maze.

Chairman May recognized First Transit Manassas Supervisor Mackley Lucas, who is retiring (for the second time) after 14 years at PRTC working for the last three PRTC contract operators, first as a bus operator and more recently as a supervisor. Mr. Lucas was present for the occasion, and expressed his appreciation to those with whom he worked.

Chairman May also recognized PRTC Customer Advocate Caroline Maze for five years of service with PRTC. Ms. Maze was presented with a token of appreciation and certificate on behalf of the Commission.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info] A. Executive Director's Report.

Mr. Harf reported that a "TIGER Grant Agreement Signing Ceremony" with Secretary LaHood will take place on December 14th, which will result in \$10 million flowing to PRTC for bus purchases and a CAD/AVL system, and security cameras.

Mr. Harf also reported that Potomac Mills management has advised PRTC of the need to relocate PRTC's bus shelter from the south side of the Mall near Costco to the other side of the Mall near the F M Furniture store. The bus shelter will be moved toward the end of January. The relocation is necessary because of prospective tenant leases, and the relocation expense will be borne by Potomac Mills as stipulated in the PRTC-Potomac Mills agreement.

At this time, Mr. Harf gave a presentation on the FY 2010 PRTC Budget and TDP Preview. A question/answer session followed.

With regard to the 13,000 riders referenced in the presentation, Commissioner Miller asked what this equates to in numbers of people noting that most people ride twice a day. Mr. Harf replied that the "13,000" number is "trips" as Commissioner Miller deduced but observed that the 13,000 trips involve more than 6,500 people. Mr. Harf also noted that not everyone rides every day, so the number of people in the community dependent on the transit system is greater than the number observed on any given day. PRTC's onboard surveys measure this among other things – the most recent such survey was in 2006.

Referring to PRTC management's plea for a Prince William County general fund supplement to the motor fuels tax to sustain existing service without extraordinary fare increases, Commissioner Caddigan asked how large a supplement would be required. Mr. Harf replied that the estimate is being resized as part of the FY 2012 budget/multi-year plan and this is not yet firm, but went on to say he thought one million dollars a year is a reasonable, order of magnitude estimate. He went on to explain that the Transit Development Plan (TDP) will be presented to the Commission in February, shaped by tonight's discussion of "general fund supplement" prospects.

Commissioner Principi asked if there is a \$3 million shortfall in FY 2014. Mr. Harf replied that the shortfall was estimated a year ago to first arise in FY 2014 (\$4 million), growing to \$6 million in FY 2015 (these are cumulative estimates, not additive). Mr. Harf added that is the estimate being resized as part of the FY 2012 preparation, so it is important to not get locked into these year-old estimates. Commissioner Principi also asked if federal and state assistance is available. Mr. Harf explained that PRTC's legislative package does include a request for additional funding.

Commissioner Lasch observed that people will opt to drive if bus service is cut resulting in additional traffic congestion.

In conclusion, Mr. Harf stated alternate plans will be presented -- with and without a general fund supplement -- beginning with the January meeting presentation of the FY 2012 budget.

RES 10-12-15
[PRTC\NTD]

6. National Transit Database (NTD) Proposed Amendments – PRTC Comments.

Commissioner Milde moved, with a second by Commissioner Principi, to authorize the Chairman to transmit PRTC's proposed comments. There was no discussion on the motion. (MILDE/PRINCIPI, UNANIMOUS)

RES 10-12-16 **7. PRTC Bylaws Amendment – First Reading.**
[PRTC\Bylaws]

Vice Chairman Way moved, with a second by Commissioner Caddigan, to approve the proposed changes to the adopted Bylaws for a second reading and action by the Commission at its January meeting.

Commissioner Stimpson asked what prompted the suggestion. Vice Chairman Way explained it's to recognize Prince William County's major financial contribution to this endeavor. To the extent that another jurisdiction grows to the 25% level, then that jurisdiction would warrant the same recognition. There was no further discussion on the motion. (WAY\CADDIGAN, UNANIMOUS)

RES 10-12-17
[PRTC]

8. Convene into Closed Meeting.

Commissioner Caddigan moved, with a second by Commissioner Lasch, to convene into Closed Meeting at 8:35 p.m. for discussion pertaining to the Executive Director's performance. There was no discussion on the motion. (CADDIGAN/LASCH, UNANIMOUS)

RES 10-12-18
[PRTC]

9. Certification of Closed Meeting.

Vice Chairman Way moved, with a second by Commissioner Milde, to certify Closed Meeting at 8:58 p.m. There was no discussion on the motion. (WAYMILDE, UNANIMOUS)

[PRTC] 10. Action Items Reported Out of Closed Meeting

RES 10-12-19
[PRTC]

A. Executive Director's Performance Evaluation.

Commissioner Milde moved, with a second by Vice Chairman Way, to approve the Executive Director's evaluation and compensation package. There was no discussion on the motion. (MILDE\WAY, UNANIMOUS)

[PRTC] C. Information Items:

1. **FY 2010 PRTC Budget and TDP Preview Presentation.** This item moved to follow Item 12-A – Executive Director’s Report.
2. **Americans with Disabilities Act (ADA) Accessibility Guidelines for Transportation Vehicles.** There were no comments.

3. Pentagon Master Plan and Security Improvement Efforts. There were no comments.
 4. Contrasting Visions of Urban Transport. There were no comments.
 5. Emergency Service Plan (ESP). There were no comments.
 6. PRTC Service Performance Reports. There were no comments.
 7. PRTC Budget-to-Actual Comparison. There were no comments.
 8. Communications:
 - a. Related to Funding. There were no comments.
 - b. Related to Jurisdiction. There were no comments.
 - c. General Interest. There were no comments
13. OTHER BUSINESS/COMMISSIONERS' TIME
- There was no other business to come before the Commission. Chairman May wished everyone a Happy Holiday!
14. ADJOURNMENT
- There being no further business to come before the Commission, Chairman May adjourned the meeting at 9:00 p.m.

NEXT MEETING: Thursday, January 13, 2011, 7:00 p.m.

LOCATION: PRTC Transit Center
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Woodbridge, VA 22192-6811
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Fax #: (703) 583-1377
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